



## **Substitute Teachers**

Please note that Substitute Teachers are employed by PCMI.

PCMI Employment Procedure:

All pre-employment paperwork must be printed from the PCMI website, completed and sent to PCMI (fax, e-mail or U.S. Mail). The procedure is as follows:

- Visit the corporate website, [www.pcmiservices.com](http://www.pcmiservices.com)
- Click on the “Apply Now” button.
- Click on the tab “Start Now”
- Select the first letter of the School you are interested in working with.
- Select the School.
- Choose the appropriate application:
  - Substitute Teacher Employment
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- Follow the Four (4) step process for the application.
  1. Complete the application.
  2. Complete the fingerprinting.
  3. Complete the online trainings.
  4. Submit all documents to the address listed under “Step 4”
  
- Please be aware that employment with PCMI is a two (2) part process. Once PCMI has processed your application, you will be contacted again with part 2 of the process. You are not employed until after part 2 is completed.
  
- If you have any questions regarding this paperwork please call the phone number listed under Step Four.